SCOPE OF WORK

VA PROJECT NO.: 437-14-125
VA PROJECT TITLE: REPAIR FIRE DAMPERS

A. SCOPE OF WORK

A1. Objective

1. Work under project 437-14-125, Repair Fire Dampers shall be as follows:
    a. Make repairs and corrections to fire dampers noted in this scope of work and on the contract documents. Correction and repair work shall not void UL or similar listing of fire dampers. All work shall maintain or return the fire damper to compliance with UL or similar rating or the fire damper shall be replaced. Once repaired, test the fire damper and record all information in the required format as indicated below in a Microsoft Excel spreadsheet compatible with the version of software in use by the VA. Hardcopy reports as well as digital Microsoft Excel reports shall be provided to the VA. Pictures, before and after both in hardcopy and digital (electronic format compatible with VA software on CD ROM or DVD ROM disk), shall be provided for the repair and correction work at all contract fire damper locations and included as part of the report.

FIRE DAMPER INSPECTION REPORT (REPAIRS) Floor #

VA PROJECT #437-14-125

Fire Damper #	Date of Inspection	Inspected By	Size of Access Door	Fusible Link #	Duct Size	Condition of Fire Damper	Comments or Recommendations

    b. Correct conditions which make testing of the indicated fire dampers “inaccessible” and noted in the scope of work and contract documents. Correction and repair work shall not void UL or similar listing of fire dampers. All work shall maintain or return the fire damper to compliance with UL or similar rating or the fire damper shall be replaced. Once repaired, test the fire damper and record all information in the required format as indicated below in a Microsoft Excel spreadsheet compatible with the version of software in use by the VA. Hardcopy reports as well as digital Microsoft Excel reports shall be provided to the VA. Pictures, before and after both in hardcopy and digital (electronic format compatible with VA software on CD ROM or DVD ROM disk), shall be provided for the repair and correction work at all contract fire damper locations and included as part of the report. If one of these now “accessible” fire dampers fails to pass testing requirements, the Contractor shall provide detailed change order pricing to the VA for COR review and a potential Supplemental Agreement to be issued by the Contracting Officer.

FIRE DAMPER INSPECTION REPORT (INACCESSIBLE) Floor #

VA PROJECT #437-14-125

Fire Damper #	Date of Inspection	Inspected By	Size of Access Door	Fusible Link #	Duct Size	Condition of Fire Damper	Comments or Recommendations

A2. Description of Work

1. Provide all labor, materials, tools, equipment, etc. necessary to complete Fargo VA Health Care System project 437-14-125, Repair Fire Dampers in accordance with this scope of work and all other contract documents. Work shall include, but shall not be limited to, providing all work required to make the listed fire dampers accessible and testing them to ensure they are operational, as well as repairing the fire dampers indicated as needing repairs and testing them to ensure they are operational. Work shall involve, but shall not be limited to, bringing the installation of the fire dampers into compliance with manufacturer's recommended installations, testing/certifying agency requirements and bringing the fire dampers up to code (NEC, applicable building codes, etc) compliance which may include installing appropriate access doors, angles, rerouting utilities (for example: HVAC ducts, plumbing lines, sprinklers lines, electrical conduit, cable trays and others that may be in the way and are making the fire damper and access door inaccessible), removal of old fire dampers, installation of new fire dampers, installing new fusible links, new springs, new clips/catches, new curtains, cleaning ducts, cleaning dampers, lubricating dampers and other additional work as required, noted or on the drawings. See TABLE 1 for priority work order.

   The contractor shall verify all fire damper and duct sizes where corrections or replacement work is required.

   Whether specifically noted or not on the table below, the contractor shall modify existing ductwork and insulation to perform the required installation and patch back the ducting and insulation with materials and workmanship that meets or exceeds existing construction. This shall apply to the relocation or rerouting and extension of existing utilities (conduit, pipes, etc) that are indicated to be relocated or rerouted so that the fire damper is accessible.

   Work shall also include the removal of unnecessary fire dampers and the patching of walls or floors accordingly. Where fire dampers are removed, the ducting shall be patched with new material matching the type, size and characteristics of the existing to remain ducting. The insulation shall be patched back to match and the entire ducting perimeter shall be sealed with listed and approved 2 hour firestop materials suitable for the applications and locations.

   Work shall be as arranged with the VA for the shutdown of HVAC equipment. Work shall typically be after normal business hours for patient care areas and in all cases shall be dependent upon temperature and humidity issues and needs associated with the various spaces affected. Some work may be able to be scheduled during normal business hours for certain exhaust fans and air handling unit systems.

   Work shall be as indicated in the scope/specifications and in accordance with the fire damper table below generated from the August 23, 2013 Fire Damper Inspection Report. A copy of the report is available for review at the Fargo VA Health Care System Engineering office. The report may be reviewed in the Engineering Office and may not be removed from the Engineering Office. Arrangements may be made for contractors with additional questions or need to see the fire dampers for the contractor to view the installation on site to determine the extent of work prior to bidding. The report and the table below do not note all items, like what utilities may be needed to be relocated in order to fully open an access panel and test or repair the fire damper. See the attached contract drawings for locations of the fire dampers.

Table 1 (next page)

Work Priority	Fire Damper #	Condition of Fire Damper	Comments or Recommendations - These Items Require Corrections To Be Made and Once Complete The Fire Dampers Shall Be Tested
1	2C-22	INACCESS	Not accessible, remove hinged door
1	3A-23-A	INACCESS	No access door
1	3B-49A-B	INACCESS	Not accessible
1	3B-49A-C	INACCESS	Not accessible
1	3C-34	INACCESS	Not accessible, remove hinge on access door
1	3C-40-C	FAIL	Damper closes only 50%, disabled written on access door
1	5001-C	INACCESS	Not accessible
2	1A-01-H	FAIL	1 side good, other side broken spring
2	1B-60A	FAIL	Clips on wrong side
2	1B-60B	FAIL	Clips on wrong side
2	1B-60D	FAIL	Clips on wrong side
2	1B-78-A	INACCESS	Not accessible
2	1B-79	FAIL	Doesn't close
2	1B-80-B	INACCESS	Not accessible
2	1B-86-E	FAIL	Damper only closes 70%
2	1C-70A-A	INACCESS	Not accessible
2	1C-70A-B	INACCESS	Not accessible
2	2A-01-C	INACCESS	Not accessible
2	2A-01-J	FAIL	Won't shut
2	2B-32-A	FAIL	Clips are going wrong way
2	2B-34	INACCESS	Linkage on top, no access
2	3A-01-B	FAIL	Damper only closes 50%
2	3A-01-C	FAIL	Damper only closes 50%
2	3A-01-D	FAIL	Damper only closes 50%
2	3A-01-F	FAIL	Damper closes 25%
2	3A-01-J	FAIL	One side closes 90%, one side closes 25%
2	3C-HALL-A	FAIL	Fusible link straps are pinned by duct
2	4A-22-A	INACCESS	Not accessible
2	4A-22-B	INACCESS	Not accessible
2	4B-50-A	INACCESS	No access door, disabled
2	5001-G	INACCESS	Not accessible
2	B61-KG	INACCESS	Not accessible, would have to move duct work
2	BB-70	INACCESS	Not accessible, disabled written on access door
2	BC-93-B	FAIL	Shut 50%
2	BD-08	FAIL	Only opens 5%
2	EXIT 3-A	FAIL	Clips on wrong side, could not exercise completely
2	EXIT 3-B	FAIL	Clips on wrong side, could not exercise completely
2	EXIT 3-C	FAIL	Clips on wrong side, could not exercise completely
3	1A-01-F	FAIL	Damper only closes 10%
3	1E - 07	INACCESS	Not accessible
3	1E - 12	INACCESS	Not accessible, need to cut ceiling tile
3	2A-01-I	FAIL	Spring Broken
3	2A-01-K	FAIL	1 side won't shut
3	2A-01-M	FAIL	Won't close
3	2B-25-B	FAIL	Clips wrong way
3	3A-01-E	FAIL	Damper closes 75%
3	3A-01-G	FAIL	Damper stays shut
3	3A-01-H	FAIL	Damper closes 50%
3	3B-49A-A	INACCESS	Not accessible
3	3C-40-B	FAIL	Damper closes only 50%, disabled written on access door
3	3E-08-B	FAIL	Damper shuts only half way
3	4B-27-B	INACCESS	Not accessible
3	4B-35-B	INACCESS	Not accessible
3	5001-D	INACCESS	Not accessible
3	ATT-HH	INACCESS	Needs bigger access door
3	B42-B	FAIL	Didn't shut all the way
3	B42-C	FAIL	Didn't shut all the way
3	BA-01-D	FAIL	Broken spring
3	BA-01-E	FAIL	Broken spring
3	BA-01-F	FAIL	Broken spring
3	BA-01-G	FAIL	Broken spring
3	BB-09-A	FAIL	Broken spring
3	BB-31	FAIL	No air to hose pnematic damper closed
3	BC-90-B	INACCESS	Not accessible, need bigger access door
3	BE-09-B	INACCESS	Not accessible, would have to move duct work
3	BE-09-C	INACCESS	Not accessible, have to move duct work to get to damper
3	SUB-A	FAIL	Broken springs

A3. Schedule Objectives

1. The anticipated completion of this project is 120 days after “notice to proceed” has been issued by the Contracting Officer.

A4. Work Restrictions

1. Work shall be accomplished as indicated in priority order (1, 2 or 3) as indicated in TABLE 1.
2. The Offeror shall describe in a written narrative its plans for phasing the work so that the Medical Center and the associated utility systems remain operational during construction. All utility system outages shall be scheduled with the VA COR and M&R Shop staff. Utility system outages will be scheduled typically after normal VA business hours for the area, nights and weekends.
3. Work shall be grouped so that only one air handling system is shut down at a time, unless approved otherwise by the VA COR and M&R staff required to assist with the system shutdowns and start-ups. Work shall be completed and the system operational two hours prior to the start of the next business day when VA staff will be occupying the space. The system needs to be running to provide adequate temperature and humidity control as well as general ventilation.
3. The Offeror shall be assigned to a shared (VA, other contractors, etc.) staging area east of the chain link fence on the east side of Building 50 in the grassy area east of the City of Fargo storm sewer lift station located on the VA property for materials staging, temporary trailer offices, employee parking, and other activities.

A5. As-Built and Other Documentation Requirements

1. Drawings: The Offeror shall submit a set of as-built drawings in hard copy (30” x 42”) format with any changes noted on the plans that were made during the construction activities. This shall include fire damper removal, fire damper installation, differing site conditions, ductwork modifications, ductwork size issues, rerouted utilities, etc.
2. Fire Damper Inspection Report – the contractor shall provide both hard copy and electronic copies of the completed Fire Damper Inspection Report to the VA COR.
3. Digital Photographs – photographs, both hardcopy and electronic (jpeg or other VA approved electronic/digital picture format) of the before and after conditions shall be provided and clearly labeled with the fire damper number.
3. Electronic documents shall be submitted on DVD-ROM or CD-ROM disks as approved by the VA COR.

A6. General Repair and Modification Requirements

1. Patch to match all finishes and materials.
2. Patch to match all utility system materials, sizes, finishes, etc.
3. Prior to commencing work, general contractor shall provide proof that an OSHA designated “competent person” (CP) (29 CFR 1926.20(b)(2) will maintain a presence at the work site whenever the general or subcontractors are present.
4. Training:
    a. All employees of general contractor or subcontractors shall have the 10-hour general staff or 30-hour Supervisors OSHA Construction Safety course and other relevant competency training, as determined by Project Engineer acting as the Construction Safety Officer with input from the Facility Construction Safety Committee.
    b. Submit training records and copies of OSHA cards of all such employees for approval before the start of work.
5. VHA Directive 2011-36, Safety and Health during Construction, dated 9/22/2011 in its entirety is made a part of this section.
6. Contracts: The following staff or resource people will be working with you at the Fargo VA HealthCare System. Please feel free to contact these individuals with any questions:
    a. Chief Engineer: Shawn Bergan (701) 239-3700, ext. 93388

b. Project Engineers: Todd Dalzell (701) 239-3700, ext. 93362 or (701) 239-3760 or Dennis Langevin (701) 239-3700, ext. 93365

7. Vehicle Traffic Rules: All construction contractors shall park their vehicles in areas assigned by the Contracting Officer or Engineering Service representatives. All persons coming on the premises of the Fargo VA Health Care System must obey the posted traffic and parking rules. Police Service will issue tickets to contractor vehicles parked in areas other than those assigned.
8. Keys/ID Badges: VA ID badges must be worn while you are on Medical Center premises. Contact Engineering Service to obtain an ID badge and any necessary keys. Contract staff is responsible for the security of keys and ID badges issued to them and may be charged for replacement cost. You must notify Engineering (ext. 3361) personnel in Building 30 immediately to report any loss, theft or suspected reproduction of a Medical Center key or access card.
9. Smoking: Smoking is prohibited except in designated smoking shelters or areas.
10. Dust Control: The contractor shall provide plastic barriers with negative air around all work areas.
11. Use of Government Telephones and Fax Machines - Government telephones are for official Government business use. Contract staff may use telephones, for local calls only, to contact your place of employment or to address unforeseen events such as injury on the job, work schedule changes etc. Contact Project Engineer to use fax machine for local faxes.
12. Housekeeping:
    a. All construction sites shall be kept clean, orderly and in sanitary condition.
    b. All rags/cloth and rubbish soaked with flammable and/or combustible material shall be placed in a covered metal receptacle until being disposed.
    c. A clear and unobstructed path must be maintained to all portable fire extinguishers, hose cabinets, pull stations, fire exits and electrical panels.
    d. Fire doors and smoke barrier doors shall not be blocked in a manner to prevent their protective operation in the event of a fire.
    e. The use of wedges, stops, ropes, or other unapproved methods of holding doors open is prohibited.
    f. All indoor trash containers over 20 gallons will be constructed of non-combustible materials and be covered or have a self-extinguishing cover.
13. Storage:
    a. Any commodities that may be hazardous in combination with each other must be stored so they cannot come in contact with each other.
    b. Store flammable and combustible liquids and gasses in approved storage containers.
    c. A clear space of 18 inches will be maintained below sprinkler heads.
    d. Items stored in tiers will be stacked, blocked, interlocked and limited in height to prevent sliding or collapse.
    e. Materials will not be stored directly on the floor.
    f. Storage areas will be kept free from accumulation of materials that constitute hazards.
    g. Stairwells, stairways and corridors shall not be utilized for storage.
    h. Storage will not be permitted within 3 feet of an electric panel in all directions.
14. Hazardous Materials:
    a. Discovery of any suspected asbestos containing material shall result in the contractor stopping work in the area and reporting the discovery immediately to the Engineering Office (ext. 3361) in Building 30 or one of the contact persons indicated above. Engineering Service shall then evaluate the suspect material and if it contains asbestos shall arrange for the removal of the asbestos.
    b. Contractors shall maintain and provide to the VA Project Engineer MSDS's for products used during construction which shall explain the labeling system and all other required information. Report any discovery of an existing hazardous material to Engineering Service, Building 30 (ext. 3361).
15. Infection Control
    a. PURPOSE: To prevent the acquisition of nosocomial infection in patients and healthcare workers during medical center renovation or construction activities.

b. The contractor shall contact Engineering Service (239-3760 or ext. 3361) in Building 30 prior to beginning construction in any areas so that an PreConstruction Risk Assessment (PCRA) may be completed and all other applicable forms completed. All infection control precautions indicated as required on the completed PCRA shall be implemented by the contractor prior to beginning work in the area at no additional cost to the Government.

c. General: The goal of Infection Control is to identify and reduce the risks of acquiring and transmitting infections among patients, employees, service workers and visitors to the Medical Center. During construction or renovation projects, hidden infectious disease hazards may be released into the air, carried on dust particles, on workers clothing or be present in damp areas or areas where water has collected. One particular organism of concern is a fungal organism know as Aspergillus. Aspergillus can be found in decaying leaves and compost, plaster and drywall, and settled dust. These organisms like many others encountered in our everyday lives usually do not cause problems in healthy people; however a hospital is full of sick patients. Aspergillus and other organisms can cause severe illness and even death in some patients. Therefore, it is critical that everyone do their best to help prevent conditions that might lead to the dispersion of this or other infectious organisms by:
    1. Maintaining barrier walls that keep dust and dirt inside the worksite.
    2. Maintaining a state of negative air pressure within the construction site to prevent dust and dirt from dispersing into the Medical Center from the worksite.
    3. Removing demolition debris in a manner that minimizes any contamination of the environment outside the worksite by dust and debris.
    4. Utilizing walk off mats and making sure clothing is free of loose soil and debris when leaving the construction site.
    5. Assuring that any water or sludge found during demolition of plumbing or in the construction process is collected and disposed of in a controlled manner.
    6. Keeping demolition debris covered in a sealed container when transporting through the Medical Center to maintain dust control. Use a water spray to minimize dust generation when possible.
    7. Using only designated entry and exit pathways.

d. Contact Infection Control at ext. 3668 if you have questions or concerns.

e. If you find any needles, syringes, sharp medical objects please do not handle or remove it yourself. Contact the Medical Center project coordinator or Project Engineer at 239-3760 or at Medical Center extension 3361 for removal.

f. Infection control activities are critical in all areas of the Medical Center. Construction activities causing disturbance of existing dust, or generating new dust must be conducted in ways that will minimize dust generation and dispersion.

g. All construction/maintenance workers and contract workers must follow the infection control procedures as described in this guideline.

h. The following infection control procedures shall be followed at a minimum:
    1. BARRIERS – Complete all critical barriers before construction begins.
        a) Construction or renovation sites not capable of containment within a single room must be separated from patient-care areas and other critical areas by barriers that keep the dirt and dust inside the work site.
        b.) The construction area must be kept under negative air pressure without utilizing VA Medical Center HVAC systems.
        c) The integrity of the barrier walls must assure a complete seal of the construction area from adjacent areas.
        d) Temporary barriers and enclosures must be dust proof with airtight seals maintained at the full perimeter of the walls, floors and upper decking, as well as all penetrations. Seal holes, pipes, conduits and punctures appropriately.
        e) Tightly sealing doors with a sipper strip or a weighted overlapping flap of at least 2 feet in width of a durable poly must be used at points of personnel access.
        f) Elevator shafts or stairways must be isolated outside of the construction field to prevent dispersion of dust from the work site.
    2. ENVIRONMENTAL CONTROLS

a) Turn off or isolate the HVAC system in areas where work is being done to prevent contamination of the duct system. Turning off an air handling unit is required to be schedule with the VA COR and Maintenance Mechanics and shall be performed when the area served by the HVAC system is unoccupied (after business hours, nights, weekends).
b) Maintain negative air pressure within work site. Utilize HEPA-filtration units if air is being re-circulated.
c) Seal holes, pipes, conduits and punctures appropriately.
d) Provide a designated area within the work site where all personnel leaving the work site can vacuum off with a HEPA-filtered vacuum to remove all loose dust and debris from clothing.
e) Vacuum with a HEPA-filtered vacuum and/or wet mop frequently at entrance and exit points.
f) "Sticky" or walk-off mats shall be utilized immediately outside the construction area to remove dust and soil from shoes, cart wheels, etc. as personnel exit the area. The mats must be large enough to cover the entire exit and changed frequently to prevent accumulation of dust.
g) Contain construction debris during transport in covered containers.
h) Debris must be removed from the construction area on a daily basis in covered carts using specified traffic patterns.
i) Control, collection and disposal must be provided for any drain liquid or sludge encountered when demolishing plumbing.

3. CLEANING
   a) The construction zone and adjacent areas must be maintained by wet mopping the area daily or more frequently as needed to minimize dust generation.
   b) Final cleaning of the area must be completed prior to acceptance of the completed project area by VA.
   c) Do not remove barriers from work area until the project is completed and area is thoroughly cleaned. Remove barrier materials carefully to minimize spreading of dirt and debris associated with construction.
   d) Clothing shall be free of loose soil and debris before exiting the construction zone.
   f) Personnel entering sterile/invasive procedure areas will be provided with a disposable jump suit, head covering and shoe covers to wear while working in the area. They must be removed when exiting the area and new coverings obtained when reentering the areas.
   g) Tools and equipment must be damp-wiped prior to entry and exit from sterile and invasive procedure areas.
   h) Tools and equipment soiled with blood or body fluids must be cleaned with a hospital-approved disinfectant prior to removing from the area.
4. ENVIRONMENTAL MONITORING AND COMPLETION
   a) Infection Control, in cooperation with Engineering and Safety will make periodic visits to the work site to ensure compliance with the infection control guidelines.
   b) Whenever safe infection control conditions are not met the appropriate contractor will be notified to correct the conditions immediately.
   c) All work will be stopped on a project if a hazardous infection control deficiency exists that would result in patients being put at significant risk.
   d) Water supply lines will be flushed before placing newly renovated or constructed areas into service. Provide a report and test results from an independent Industrial Hygienist to assure that water supply lines are safe for use prior to connecting to the Medical Center plumbing distribution system.

16. Construction Safety
    A. The Medical Center policy is to provide an environment for patients, visitors and staff that are free from danger. Within the Medical Center, the NFPA Life Safety Code is followed. Interim Life Safety Measures (ILSM's) are applied to all construction projects as necessary and are defined in construction contracts. Minimum ILSM's shall be:

1. Exits – provide free and unobstructed egress.
2. Free and unobstructed access to emergency department/service for emergency forces.
3. Temporary construction partitions are in accordance with contract requirements.
4. Smoking is permitted in designated areas only.
5. Storage, housekeeping and debris removal policies and procedures that reduce the flammable and combustible fire load are enforced.
6. Hazard surveillance is increased in construction areas.

17. Fire Safety
    A. The contractors shall coordinate all construction activities with the VA Engineering Service to determine if fire alarm initiating devices are located within the construction area. Engineering Service shall disable the appropriate alarm initiating devices. Once work in the area is complete it is the contractor's responsibility to contact Engineering Service to have the fire alarm initiation devices enabled.
    B. Fire alarm, detection and suppression systems are not to be impaired unless there is work on the system to be performed. If fire alarm, detection and suppression systems are impaired for more than four hours the contractor shall implement a fire watch, at no additional cost to the Government, in compliance with NFPA requirements and shall obtain VA Engineering Service approval.
    C. Ensure all required additional firefighting equipment is provided and employees are trained in its use.
    D. Hot works permits and fire extinguishers are required when working with open flames, or hot items and for activities that may generate sparks. Contact Engineering Service to obtain a hot work permit.
    E. In the event of a fire alarm, "CODE 5" and the location of a fire will be communicated by an overhead announcement. The "all clear" is authorized by the Fargo Fire Department or by the personnel conducting the fire drill and will be communicated by an overhead announcement. If a fire or fire drill is located in or adjacent to the construction area, construction contractor staff shall be responsible for the following:
        1. Be alert to the Code 5 announcement.
        2. Participate in fire drills.
        3. Follow the RACE Plan (Rescue, Alarm, Contain, Extinguish) if fire is discovered by a construction contractor.
        4. Close all corridor doors within the construction area.
        5. Evacuate the immediate area.
    F. Means of Egress: Do not block exiting for occupied buildings, including paths from exits to roads. Minimize disruptions and coordinate with Project Engineer.
    G. Egress Routes: Maintain free and unobstructed egress. Inspect daily.
    H. Fire Extinguishers: Provide and maintain extinguishers in construction areas and temporary storage areas in accordance with 29 CFR 1926, NFPA 241 and NFPA 10.
    I. Flammable and Combustible Liquids: Store, dispense and use liquids in accordance with 29 CFR 1926, NFPA 241 and NFPA 30. Remove from job site when not in use.
18. Utilities
    A. Engineering (ext. 3361) is responsible for all utilities within the Medical Center. If there are problems or failures of the utilities, call extension 3361 during normal business hours (Monday through Friday, 8:00 a.m. to 4:30 p.m.). After hours and on weekends, contact the Police Service at ext. 3251 to report problems and failures. A utilities failure and its type/location will be communicated by a "Code 2 – Utility Failure" overhead announcement.
    B. All utility service connections shall be reviewed with and approved by Engineering Service just prior to the connection being made with the existing utility. This condition shall apply to both temporary and permanent connections. This final utility system connection check is meant to ensure the following:
        1. The Medical Center is prepared for the connection.
        2. The contractor is prepared for the connection work, which shall include but not be limited to, all safety measures have been taken or are in place, backflow preventers

are in place, hot work permits have been issued, fire watch is in place, fire alarm initiation devices have been disabled if necessary, etc.

19. Emergencies
    A. Disasters (“Code 6”): The Medical Center has initiated a process that provides an "all-hazard" approach to disaster management. Construction contractor staff shall ensure corridors are free of obstructions and a foreman or representative shall report to the Engineering Service office for further instructions.
    B. Hostage Situations – Immediately report to Police Service (ext. 3251), any incident in which the safety of any person is threatened by another.
    C. Bomb Threats (“Code 7”) - React calmly and evacuate. Notify Police Service (ext. 3251) if the threat poses immediate danger to a person or destruction of property. If you discover a suspicious object, do not touch or move the object
    D. Severe Weather – In the event of a “Code 8 –Take Cover” overhead announcement, all personnel are expected to take cover in windowless interior corridors that are not on the top floor of the building.
    E. “Code Black” – React calmly and evacuate. Avoid area(s) where it has been indicated an armed assailant is in the building or on the ground.

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